



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 2D BATTALION, 11TH INFANTRY REGIMENT
199th INFANTRY BRIGADE
FORT BENNING, GA 31905-4475

ATSH-TPB

11 June 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #1: Open Door Policy

1. REFERENCE: AT 600-20 Army Command Policy 20 March 2008
2. The purpose of the memorandum is to announce my policy concerning individual's rights to present complaints/grievances and to set procedures for those who wish to meet with me personally.
3. Every member of this Battalion has the right to seek remedy for any complaint or grievance they may have. However, I expect all complaints to be addressed at the lowest level.
4. The Chain of Command will be the first avenue for addressing issues and problems. I charge all leaders with taking care of Soldiers and civilian employee issues in a timely manner. Soldiers and civilians will obtain permission from their appropriate Chain of Command to make an appointment with me. Soldiers will inform their leaders of any request to see the Battalion Commander on the Open Door Policy.
5. Any individuals who desires to meet with me may do so by making an appointment with the Battalion Secretary (Mrs. Jones) at 545-1666.


JOHN M GRANTZ
LTC, IN
Commanding